

Fiscal Assistant I/II

THE CITY

Located near the southern tip of the San Francisco Bay between Fremont and San Jose, the City of Milpitas is forty-five miles south of San Francisco. With a population of approximately 65,000, Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers, and a population rich in diversity.

THE DEPARTMENT

The City of Milpitas has a full service Finance Department with a staff of 34 full-time employees and a \$3 million dollar budget. The Director's management team includes the Finance Director, Assistant Director, Accounting Manager, Fiscal Services Manager, and Purchasing Agent. The department's responsibilities include budget, accounting, treasury, debt management, utility billing and collection, risk management, internal audit and purchasing.

THE POSITION

We are seeking exceptional, enthusiastic, and creative individuals with excellent interpersonal skills, the ability to develop effective working relationships, and a commitment to provide quality customer service. The Fiscal Assistant under general supervision, performs responsible fiscal, accounting and financial office support work in the preparation, maintenance and processing of records and transactions; performs a wide variety of duties in one or more fiscal areas including accounts payable, accounts receivable invoicing /collections, cash collections, payroll, benefits, private job accounting, general ledger account reconciliation or purchase order processing; and provides direct support to the public in processing business licenses, and utility bills.

QUALIFICATIONS

Experience:

Fiscal Assistant I: One year of general clerical or accounting office assistant experience.

Fiscal Assistant II: In addition to the above, one year of fiscal office support experience equivalent to that of a Fiscal Assistant I in the City of Milpitas.

Knowledge of:

- Modern office practices, procedures and equipment, including computer-based accounting systems.
- Basic mathematics.
- Principles and practices of financial record keeping.
- Basic accounting principles.

Ability to:

- Understand and interpret principles, laws and procedures involved in financial record keeping and accounting functions.
- Use a computer-based accounting system; operate a computer terminal for data input, data inquiry and report generation.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff and the public.
- Operate a ten-key adding machine and calculator.
- Follow oral and written instructions.
- Prepare financial reports and maintain ledgers and journals.
- Analyze data and draw sound conclusions.
- Plan and organize work to meet deadlines on a timely basis.
- Perform job duties with minimal supervision.

LICENSE

Must possess and maintain throughout employment a valid California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; use of a computer; and able to travel to various locations within and outside the City of Milpitas.

SELECTION PROCESS

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

Examination Process is tentatively scheduled for the week of May 01, 2006.

TO APPLY

A completed City of Milpitas application, a Supplemental Questionnaire, and a resume must be submitted to:

**City of Milpitas
Human Resources Department
455 E. Calaveras Blvd.
Milpitas, CA 95035**

An application and a complete job description are available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time.

Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

SALARY AND BENEFITS

Annual Salary	I: \$ 47,108 - \$ 57,260 II: \$ 51,818 - \$ 62,985 (Employee pays 8% PERS contribution)
Retirement	CalPERS 2.7% at 55 plan, with single highest year.
Health Insurance	Multiple plans.
Dental	City paid.
Vision Insurance	City paid.
Life, LTD and STD	City paid \$ 50,000 life insurance. Long and short-term disability insurance.
Sick Leave	12 days per year.
Vacation	11 days per year to a maximum of 31 days per year.
Holidays	13 days per year.
Deferred Compensation (457 Plan)	\$ 900 per year, City paid.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**City of Milpitas
Human Resources Department
455 E. Calaveras Blvd.
Milpitas, CA 95035**

**The City of Milpitas
California**



**Announces an
opportunity for**

Fiscal Assistant I/II

Annual Salary:

I: \$ 47,108 - \$ 57,260

II: \$ 51,818 - \$ 62,985

(Employee pays 8% PERS Contribution)

**Closing Date:
Friday, April 07, 2006**

CITY OF MILPITAS
FISCAL ASSISTANT I/II
Supplemental Questionnaire

Please respond to each question and return this form and your responses with your completed application. This supplemental questionnaire will be a primary tool in the evaluation of your application. The supplemental information that you provide will be evaluated along with your completed application form. Be as specific as you can in answering these questions.

Your application will not be considered if a complete response to this questionnaire is not submitted.

Please use another sheet of paper and limit yourself to no more than two pages.

1. Please indicate your experience using Spreadsheet software. Include examples of the activities and the tasks performed using this application. Cite common function/features utilized.
2. Please discuss in detail your experience and role in using a Financial system. Provide areas of responsibilities i.e. cash collection, billing, general ledger, accounts payable, payroll, etc.
3. The Department of Financial Services provides external billing and ongoing support to other departments within the City. Provide examples, based on you experience, on how you have developed working relationships with individuals at various levels of the organization and/or your experience in resolving billing disputes with external customers.